



National Congress on Aviation and Space Education

Presentation Proposal

Title of Your Presentation			
Presentation Description (for National Congress Program Book)			
National Standards	National Standards for <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Technology addressed in this session:	[Specify standards addressed]	
Intended Audience	<input type="checkbox"/> Concurrent Session <input type="checkbox"/> Cross Talk	<input type="checkbox"/> Forum / Discussion <input type="checkbox"/> General Assembly	<input type="checkbox"/> Hangar Talk <input type="checkbox"/> Panel Discussion
Session Type	<input type="checkbox"/> Hands-on Workshop <input type="checkbox"/> Demonstration Lesson <input type="checkbox"/> Discussion <input type="checkbox"/> Panel <input type="checkbox"/> Forum		
Time Needed	<input type="checkbox"/> One Session [60 minutes] <input type="checkbox"/> Double Session [120 minutes]		
Primary Topic	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Aerospace Careers</div> <div style="width: 50%;"><input type="checkbox"/> Aviation Science</div> <div style="width: 50%;"><input type="checkbox"/> Earth Science/Geography</div> <div style="width: 50%;"><input type="checkbox"/> Space Science</div> <div style="width: 50%;"><input type="checkbox"/> Aerospace History</div> <div style="width: 50%;"><input type="checkbox"/> Curriculum Integration</div> <div style="width: 50%;"><input type="checkbox"/> Education Issues</div> <div style="width: 50%;"><input type="checkbox"/> Technology</div> <div style="width: 50%;"><input type="checkbox"/> Astronomy</div> <div style="width: 50%;"><input type="checkbox"/> Developing Curriculum</div> <div style="width: 50%;"><input type="checkbox"/> Mathematics</div> <div style="width: 50%;"><input type="checkbox"/> Other _____</div> </div>		
Grade Level [Mark all that apply]	[Consider the ages and abilities of students; carefully choose <u>appropriate</u> grade level(s).] <input type="checkbox"/> General [all levels] <input type="checkbox"/> Preschool / Early Childhood <input type="checkbox"/> Middle School (grades 6 – 8) <input type="checkbox"/> Primary (Kindergarten – grade 2) <input type="checkbox"/> High School <input type="checkbox"/> Upper Elementary (grades 3 - 5) <input type="checkbox"/> College		
Audio-Visual Requested *	* Request <u>only</u> equipment required to present the session; accommodation of late requests may not be possible. <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Screen <input type="checkbox"/> Whiteboard / Chalkboard <input type="checkbox"/> 35mm Slide Projector <input type="checkbox"/> TV / VCR <input type="checkbox"/> Display Table [How many? ____]		
Special Requirements			
Presenter [Name Address]		Residence Phone Office Telephone FAX Number E-mail Address	
Your Professional Title			
Co-Presenter [Name Address]		Residence Phone Office Telephone FAX Number E-mail Address	
Co-Presenter's Professional Title			
Abstract	Attach a one-page abstract so that proposal readers will better understand the scope of the presentation.		
Handouts	<u>Concurrent Session proposals submitted without attached handout materials will not be considered.</u>		
Biography	<u>If this box is checked</u> <input type="checkbox"/> attach a brief biography and a photograph for the National Congress program book.		

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Handout Materials

The requirement for handout materials may not be applicable to presenters for Cross Talk, General Assembly, Forum / Discussion, Hangar Talk, or Panel Discussion sessions. However, presenters for these sessions who wish to have materials included in the Curriculum Resource Book should submit them with the proposal form.

All Concurrent Session presentation proposals should include handout materials for participants. As a service to our presenters, these materials are generally published in the National Congress Curriculum Resource Book.

This book is distributed to all National Congress participants as part of their registration packet.

Enclose clean, clear, **camera-ready** copy suitable for reproduction. **DO NOT FOLD OR STAPLE.**

IF ANY MATERIAL COVERED BY COPYRIGHT IS INCLUDED IN YOUR HANDOUT MATERIAL, YOU MUST OBTAIN WRITTEN PERMISSION FROM THE HOLDER OF THE COPYRIGHT IN ORDER FOR THE MATERIAL TO BE PRINTED IN OUR CURRICULUM RESOURCE BOOK.

Please submit this copyright release authorization with your packet of handout materials.

PLEASE SEND THESE MATERIALS TO US WHEN YOU SUBMIT YOUR PRESENTATION PROPOSAL.

Preparing Your Document for Publication

The material in the National Congress Curriculum Resource Book will represent **you** to everyone who sees this publication. If your material looks sloppy, contains misspellings or grammatical errors, or is not easily read, it will not reflect positively on you as a professional. Unfortunately, we have neither the staff nor the time needed to allow us to re-type material, to do extensive layout work, or to search for “better” photocopies than those you submitted as part of your packet. Each prospective presenter should take the time to carefully prepare these materials. Remember, your section in the Curriculum Resource Book will look EXACTLY like the pages you send in with your presentation proposal.

If you purchase commercial teacher curriculum resource books and wish to use worksheets or drawings or instructions from them, you will need to obtain a written copyright release. Copyright laws allow you to reproduce as much as you want for use in your classroom, but we cannot include this material without written permission. Public domain material does not require prior approval for inclusion in the Curriculum Resource Book.

Printing Guidelines

- ☐ One-inch margins – you can “fudge” the bottom margin, but not the rest, please!
- ☐ Type size 10, 10.5, or 11.
- ☐ Original copy is always better than a photocopy.

If you must include a photocopy, make sure it is clean and clear. If the letters are broken, if the copy is very light, or if the letters are thick and heavy from repeated photocopying, it will not reproduce well. Make a new photocopy from the original or substitute other material.

- ¶ Space is at a premium in the National Congress Curriculum Resource Book. Generally, we are restricted to 88 pages per volume. Plan your layout accordingly, and use the space on each page to its fullest advantage. Make sure the material you submit is relevant and necessary to your topic – don’t send us everything you have in your file on the subject unless you really need it all to be included as part of your materials. We prefer not to restrict you to a specified number of pages; submit what you believe is necessary to adequately present your program and material. We reserve the right to edit materials or to limit inclusion of materials to meet printing requirements.
- ¶ We cannot guarantee materials received after the established deadline will be included in the National Congress Curriculum Resource Book. Our deadline to go to press is generally about three months prior to the Congress.

Mail your completed proposal package [this form, abstract, and Curriculum Resource Book materials] to:

DEADLINE FOR SUBMISSION
SEPTEMBER 15TH

NATIONAL CONGRESS ON AVIATION AND SPACE EDUCATION
CIVIL AIR PATROL / AEROSPACE EDUCATION DIVISION
105 South Hansell Street / Building 714
Maxwell Air Force Base, Alabama 36112-6332

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